

Job Title: PUBLIC VEHICLE ENFORCEMENT INSPECTOR

Location: 2041 MLK Ave. SE, Washington, DC 20020-7024

Reference: 8509

General Job Information

"Pay Plan, Series & Grade: DS-1801-07

Salary Range: \$34,706 - \$45,560

Opening Date: November 21, 2007

Closing Date: December 20, 2007

First Screening Date: December 4, 2007

Tour of Duty: Rotating Shifts

Area of Consideration: Open to the General Public

Promotion Potential: DS-09

Number of Vacancies: Two (2)

Agency: DC Taxicab Commission

Duration of Appointment: Permanent

Collective Bargaining Unit (Union): This position is in the collective bargaining unit represented by AFGE Local Union # 1975 and you may be required to pay an agency service fee through direct payroll deduction.

Duties

Brief Description of Duties: This position is located in the Office of Taxicabs, D.C. Taxicab Commission. Assists in developing evidence of violations, and in preparing formal charges of illegal activity. Prepares written reports on results of approved investigations, including findings or facts and conclusions. Observes the operations of taxicabs, limousines, shuttle vans/buses, and private ambulances throughout the District of Columbia. Examines manifests, for accuracy and completeness. Monitors public vehicles and make on the spot decisions and recommendations, relative to interpretation of District rules and regulations, established DCTC procedure directives, and work standards. Records daily violations of District public vehicle for hire regulations, and issues citations accordingly. Inspects vehicles for cleanliness and safety, and maintains

daily records of the number, type and frequency of violations and citations issued.. Assists with the day to day operation of the Office of Taxicabs in areas of license processing, and hearings, when needed following established procedures. Determines applicants eligibility prerequisites, reviews documents for accuracy and completeness, and maintains daily statistical tabulation of results. The incumbent may be assigned to a senior enforcement inspector who will provide guidance for activities that may occur on the street daily.

Qualifications

Basic Requirements: Applicant must have one (1) year of specialized experience equivalent to the next lower grade.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

Ranking Factors

Submission of Ranking Factors: The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge.
FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.

Ranking Factor #1: Knowledge of the policies and procedures of the Office of Taxicabs to maintain the specified rules, guidelines, and standards.

Ranking Factor #2: Knowledge of communication principles, methods and techniques and skill in applying this knowledge and conveying it to drivers and the public.

Ranking Factor #3: Knowledge of taxicab and other public vehicles for hire regulations, DC law 6-97, Title 31 DCMR, as well as zone rates and fare systems governing District taxicab operations.

Ranking Factor #4: Knowledge or ability to apply basic investigation principles and techniques to assist in approved investigative assignments.

Ranking Factor #5: Knowledge of basic computer skills including data entry and skills relating to the input and retrieval of applicants and operators information.

Conditions of Employment

Working Conditions: Work includes on the street monitoring, driving in heavy traffic and occasional bad weather, court and adjudication hearings, and general office activities.

Physical Effort: Work requires considerable walking, standing and bending, including entering and exiting motor vehicles. Work requires that the inspector wears a uniform at all times when on duty.

Other Significant Factors: This position requires that the incumbent possess a valid motor vehicle drivers permit and be able to obtain a District Government drivers permit.

Residency Requirement

Residency Preference Amendment Act of 1998: An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant. To be granted preference, an applicant must: (1) be qualified for the position; and (2) claim preference at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

Information to Applicants

Veterans Preference: Applicants claiming veterans preference must submit official proof at the time of application.

Salary Reduction of Reemployed Annuitants: An individual selected for employment in the District Government on or after January 1, 1980, who is receiving an annuity under the District Government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

Drug-Free Workplace: Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

Other Information: This position may be subjected to criminal background and/or traffic record checks as well as random drug and alcohol testing pursuant to DC Act 15-630.

How to Apply

Where to Apply: Candidates can apply on-line by selecting "Apply for this job" in the vacancy announcement located on the D.C. Office of Human Resources website.

Candidates may also apply in person by completing a DC 2000 job application at the D.C. Office of Human Resources located at the Reeves Center: 2000 14th Street, N.W.; 4th Floor; Washington, D.C. 20009. DC 2000 employment applications may also be mailed to the Reeves Center address by the closing date of the position.

Contact Information: All inquiries related to employment and job applications should be directed to HR Answers at (202) 442-9700

Disposition of Resume: Resumes received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to receive consideration for any subsequent advertised position vacancies.

How to Apply: ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER D.C. GOVERNMENT, MUST SUBMIT THE DISTRICT OF COLUMBIA APPLICATION, DC 2000.

Closing Statement

Job Offers: Official Job Offers are made by the D.C. Department of Human Resources.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer.

Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Notice of Non-Discrimination: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.